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AFSC 4Y0X1

DENTAL ASSISTANT SPECIALTY



**CAREER FIELD EDUCATION
AND TRAINING PLAN**

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**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1**

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CAREER FIELD EDUCATION AND TRAINING PLAN DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1/H

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. In addition, the CFETP provides personnel a clear career path to success. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts supervisors use to plan, manage, and control training within the specialty.

2.1. **Part I:** Provides information necessary for overall management of the specialty. Section A provides general information; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each skill level with specialty qualifications (knowledge, education, experience, training, and other); Section D indicates resource constraints; and Section E identifies transition training guide requirements.

2.2. **Part II:** Section A identifies the Specialty Training Standard (STS) and includes duties, tasks technical references to support training, Air Education and Training Command (AETC) conducted training, core and critical tasks, and correspondence course requirements. Section B contains the course objective list and training standards supervisors use to determine if Airmen satisfied training requirements; Section C identifies available support materials (i.e. Qualification Training Packages); Section D identifies the training course index supervisors can use to determine resources available to support training. Included in Section D are both mandatory and optional courses; and Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for associated qualification needs. At the unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. Documentation of training is outlined in section F via the use of the Air Force Training Record (AFTR); this section outlines the format and documentation necessary to maintain an AFTR.

3. Using guidance provided in the CFETP ensures individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan enables us to train today's work force for tomorrow's jobs.

ABBREVIATIONS AND TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals, who are qualified in one or more positions of their Air Force Specialty (AFS), with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of an AFS.

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Field Manager (AFCFM). Representative appointed by the AF Surgeon General who serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsibilities include: guide and counsel AF personnel on all matters related to the training, utilization, and sustainment of dental ancillary personnel.

Air Force Dental Readiness Assurance Program (AFDRAP). AFDRAP is designed to focus attention on USAF Dental Service programs and activities that support maintaining a high level of Air Force readiness. AFDRAP includes the following programs: Periodic Dental Examination, Dental Classifications, Dental Readiness Class 3 and 4 Monitoring, Dental Clearance Programs and Availability/Access to Care.

Air Force Enlisted Classification Directory (AFECD). This is the official directory for all military enlisted classification descriptions, codes, and identifiers. It identifies the duties and responsibilities and specialty qualifications for all enlisted AFSCs.

Air University (AU/A4L). Provides instructional opportunities for customers beyond the confines of the formal classroom. AU/A4L has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. Task lists are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Medical Operations Agency (AFMOA). Field Operating Agency (FOA) responsible for providing operational support to Medical/Dental Treatment Facilities and reach-back support to MAJCOM/SGs.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Air Force Training Record (AFTR). The AFTR is an enterprise-wide custom training management system designed to replace the paper-based training records system. It is the electronic equivalent of an AF Form 623 and is used by career fields within the Air Force Medical Service to document all training actions.

Air Reserve Component (ARC). An overarching term referring to both the Air National Guard and Air Force Reserve Component together.

Career Development Course (CDC). A self-study correspondence course providing Airmen with fundamental knowledge of their AFS.

Career Field Education and Training Plan (CFETP). A comprehensive, core training document identifying all education and training requirements for a career field. It is a diagram for professional military and career technical development. The CFETP's singular design unites the training efforts of AETC and the MAJCOMs/FOA eliminating waste and thereby defending training budget requirements.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certification Official. A person responsible for determining an individual's ability to perform a task to required standards.

Chief, Dental Services (CDS). The dental officer in charge of base dental services.

Continuation Training. Additional training exceeding upgrade and qualification training requirements with emphasis on present or future duty assignments.

Core Tasks. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFS, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFS. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, & 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Critical Task. A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFIs, Technical Orders, higher headquarters, or at any level in the unit.

Exportable Training. Additional training via computer assisted, read-ahead material (paper text), interactive video, or other necessary means to supplement training. (Also referred to as distance learning).

Initial Skills Training. A formal school course which results in award of a 3-skill level AFSC for enlisted personnel.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MFMs work with the AFCFM to develop, implement, and maintain the CFETP. Dental MFM duties are currently being performed by the staff at the AFMOA, Dental Directorate.

Mirror Force. Maximizing the mission readiness capability of the Air Force Medical Service through a combined effort of Active Duty, Reserve, and National Guard by sharing values and principles, optimizing a total force strategy, using technology effectively and efficiently, training for joint tasking and creating a dynamic environment which maximizes everyone's potential.

On-the-Job Training (OJT). A training method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location by a qualified trainer.

Qualification Training (QT). Hands-on performance-based training designed to qualify a trainee in a specific duty position. This training occurs both during and after upgrade training to maintain qualifications.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification in a duty position or program, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs establish performance standards and are designed to standardize skills verification and validation of task competency. It may be printed, computer based, or other media.

Readiness Skills Verification (RSV). Tasks required to be mission qualified for deployment.

Resource Constraints. Resource deficiencies such as money, facilities, time, manpower, and equipment that prevents training from being developed or delivered.

Skills Training. Training which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job), to qualify and upgrade trainees in each skill level of a specialty.

Specialty Training Requirements Team (STRT). A forum led by the AFCFM that incorporates the expertise of the MFMs, subject matter experts (SMEs), and AETC training personnel to determine career ladder training requirements.

Specialty Training Standard (STS). An Air Force publication that describes an AFS in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. It also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. The STS further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Total Force. All collective Air Force components: Active, Reserve, Guard, and civilian elements of the United States Air Force.

Trainer. A trained, qualified person responsible for teaching personnel to perform specific tasks through on-the-job training.

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for the AFCFM, MFMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training individuals in this AFS should receive to develop and progress throughout his/her career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. The CFETP also:

1.1. Lists training courses available in the specialty, identifies sources of training and the training delivery method.

1.2. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. This plan will be used by supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field, and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs compliment the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be identified for inclusion in this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

2.4. The 381 TRS/XWAA, at William Hardee Road, Fort Sam Houston TX 78234-2532, will develop, review and revise QTPs and task analysis and objectives annually, or at the direction of the AFCFM.

3. Coordination and Approval. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MFMs and AETC training personnel will identify and coordinate career field training requirements.

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. Dental Assistant Apprentice, Dental Assistant/Hygienist Journeyman and Craftsman. Related DoD Occupational Subgroup: 133000.

4.1.1. Duties and Responsibilities:

4.1.1.1. Assists the dentist in the delivery of dental health care. Receives the patient, examines the dental health record, and prepares patient for treatment. Adjusts dental chair and selects and arranges instruments, materials, and medicaments for use. Measures and records blood pressure. Prepares syringe for anesthetic injection. Retracts tissues and maintains a clear operating field. Prepares materials for making impressions and restoring defective teeth. Performs expanded function dental assisting duties as required in support of dental treatment. Records entries in individual dental health records indicating condition of the oral cavity and treatment accomplished.

4.1.1.2. Performs dental health duties. Performs oral prophylaxis and periodontal scaling procedures utilizing hand instruments and/or ultrasonic scaler. Applies anticariogenic agents and places sealants. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing, and conducting comprehensive dental health programs.

4.1.1.3. Exposes and processes dental radiographs/images. Adjusts radiographic equipment settings. Exposes intraoral and extraoral radiographs or images utilizing conventional and/or digital radiographic equipment. Processes, labels, and mounts films as applicable. **Selects templates to identify appropriate film position and orientation.** Practices and enforces accepted radiation safety standards.

4.1.1.4. Engages in general dental duties. Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Conducts sterilization equipment monitoring. Performs daily inspection and user maintenance of dental equipment. Practices and enforces accepted safety standards.

4.1.1.5. Performs dental administrative duties. Engages in dental practice management. Coordinates patient appointments utilizing automated appointment scheduling system. Maintains dental health records, filing systems, and publications. Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts unit hazard communication and dental training programs. Performs dental materiel functions related to budgeting, procurement, custodial responsibilities, and maintenance and disposition of dental supplies and equipment.

4.1.1.6. Administers unit self-inspection program. Inspects and evaluates administrative and paraprofessional practices employed in the dental service. Interprets inspection findings and reports deficiencies and outstanding accomplishments to the Chief of Dental Services (CDS). Consults with the CDS to enhance administrative and paraprofessional functions.

4.2. Superintendent/Squadron Superintendent. Related DoD Occupational Subgroup: 133000.

4.2.1. Duties and Responsibilities.

4.2.1.1. Manages dental clinic and laboratory activities. **Participates in medical and dental service strategic planning.** Prepares and reviews correspondence and reports. **Maintains administrative and clinical record systems.** Develops and analyzes statistical controls. Implements improved clinical procedures and work methodologies. Develops and manages the dental annual operating budget. Develops, coordinates, and implements administrative and ancillary training programs.

4.2.1.2. Administers unit self-assessment program. Inspects and evaluates dental practices and procedures ensuring compliance with Air Force and civilian oversight agency guidelines. Interprets inspection findings; reports deficiencies and recommends corrective actions, and outstanding accomplishments to the CDS.

5. Skill/Career Progression. (Ref. Figures 8.1 - 8.3) Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training does their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in his or her career.

5.1. Apprentice 3-Skill Level. After completing initial skills training, an apprentice works with qualified assistants and dentists to enhance his or her knowledge and skills. The apprentice will enter UGT using the CDCs and QTPs to progress in the career field. Minimum training times will be 12 months for normal UGT and 9 months for retrainees. Primary emphasis in training should be on chair-side assisting and dental radiology. Tasks taught during initial skills training and performed on the job will be evaluated at the member's first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

5.2. Journeyman 5-Skill Level. Journeymen may be assigned duties in various functional areas such as general dentistry, dental specialty areas, dental radiology, preventive dentistry, and patient records and reception. Duty position rotations are necessary to adequately train journeymen; however, rotations should be managed to minimize disruption to patient services and treatment team stability. Journeymen should strongly consider becoming nationally certified through the Dental Assisting National Board and continue their education towards a Community College of the Air Force (CCAF) degree. Journeymen are eligible for special duty assignments such as instructor duty.

5.3. Craftsman 7-Skill Level. Craftsmen are expected to be knowledgeable and highly skilled in a wide variety of patient treatment procedures and patient administration duties. They are the primary trainers of those trainees working toward advancement to the 5- and 7-skill levels. In addition to assisting in patient care, craftsmen must become knowledgeable on dental practice management as they can expect to fill various supervisory and management positions. Minimum training times for UGT to the craftsman 7-skill level will be 12 months for normal UGT and 6 months for retrainees. Continued education through CCAF and higher degree programs is encouraged. TSgts who have two years time in grade and who have attended the in-residence NCO Academy are highly encouraged to complete the USAF SNCOA by correspondence.

5.4. Superintendent 9-Skill Level. Before attaining the 9-skill level, individuals must be SMSgt and have attended the USAF SNCOA in-residence. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional training and experience in areas of resource and personnel management should be pursued. Enrollment in higher degree programs is appropriate.

6. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Dental Assistant Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. The

strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The decisions regarding training within the 4Y0X1/H career fields were made at the Dental STRT meeting, 3 March 2011 and 18 March 2011 with approval of changes done via a virtual utilization and training workshop (U&TW) 24-28 April 2011.

6.1. An additional Training Decision meeting was held at the request of the new AFCFM to solidify change requests. There were minor changes made to the CFETP. The changes have been identified on an addendum to the original STRT document dated 3 March 2011.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate of Applied Science Degree. In addition to its associate degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training consisting of the Basic Instructor Course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander or supervisor for certification as an Occupational Instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

7.3. Degree Requirements. All Airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

7.3.1. Technical Education (24 Semester Hours). Comprised of a minimum of 12 semester hours of technical core subjects and courses. The remaining semester hours can be comprised of technical core or technical elective subjects or courses.

Technical Core

Subject/Courses Maximum Semester Hours

Dental Sciences.....	12
CAF Internship.....	18
Oral Radiology.....	6

Dental Clinical Phase and Procedures	16
Preventive Dentistry Sciences	8

Technical Electives

Subject/Courses Maximum Semester Hours

Advanced Oral Hygiene Practicum.....	9
Oral Hygiene.....	4
Dental Assistant National Board Certification.....	14
Medical Readiness.....	3
Computer Science	6
Dental Administrative Procedures.....	6
Emergency Medicine.....	3
General Biology.....	4
General Chemistry.....	4
General Psychology	3
Human Anatomy and Physiology.....	4

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours). Professional military education and/or civilian management courses are accepted. The preferred method of completing these studies is through Airman Leadership School, NCO Academy, and SNCO Academy attendance.

7.3.3. Physical Education (4 Semester Hours). This requirement is satisfied by completion of Basic Military Training.

7.3.4. General Education (15 Semester Hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the *CCAF General Catalog*. The following is a specific breakout of requirements:

Subjects/Courses Semester Hours

Oral Communication.....	3
Speech	
Written Communication.....	3
English Composition	
Mathematics.....	3
Intermediate Algebra or other mathematics course that satisfies the delivering institution's mathematics requirement. If an acceptable mathematics course applies as a technical or program elective, you may substitute a natural science course for mathematics.	
Social Sciences.....	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	

Humanities	3
Fine Arts (Historical Significance, Criticism, and Appreciation), Foreign Language, Literature, Philosophy, Religion	

7.3.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associate of Applied Science Degree for this specialty.

7.3.6. Course Examinations and Education Logistics and Communications (A4/6) courses are available, free of charge, to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements. Contact your local education office for current lists of examinations and Education Logistics and Communications (A4/6) courses for CCAF degree requirements.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Additionally, instructors must gain and retain national certification through the Dental Assisting National Board.

8. All dental assistants are highly encouraged to attain national certification as a Certified Dental Assistant (CDA) through the Dental Assisting National Board. National certification consists of three examinations: Infection Control Exam (ICE), Radiation Health and Safety (RHS) and General Assisting Examination. ICE and RHS examinations are administered to all dental assistants attending the Dental Assistant Apprentice Course. Those graduates who pass both the ICE and RHS during technical training will be exempt from set 4Y051A of the Dental Assistant Career Development Course.

8. Enlisted Career Field Path (reference figures 8.1 - 8.3)










Education and Training Requirements	Grade Requirements	
	Rank	
Basic Military Training		Broadening Experience (Examples)
Apprentice Technical School		<ul style="list-style-type: none"> Complete Infection Control and Radiation Health and Safety National Certification exams
Upgrade to Journeyman (5-Skill Level) Complete 4Y051 CDCs Certified in all STS Core Tasks Minimum 12 months UGT (9 months for retrainees) Complete all duty position training requirements		
Airman Leadership School (ALS) Must be a SrA with 48 months time in service or SSgt selectee Resident graduation is a prerequisite for SSgt sew-on (AD only)		<ul style="list-style-type: none"> Earn National Certification Attend Oral Hygiene Course Apply for Dental Hygiene Training Scholarship Program
Upgrade to Craftsman (7-Skill Level) Complete 4Y071 CDCs Minimum 12 month UGT (6 months for retrainees) Minimum rank of SSgt Complete all core tasks Id'd at the 7-skill level		<ul style="list-style-type: none"> Military Training Instructor (MTI) Professional Military Education Instructor (ALS) Recruiter Duty Schoolhouse Instructor FTAC NCOIC
Noncommissioned Officer Academy (NCOA) Must be a TSgt or TSgt select Resident graduation is a prerequisite for MSgt sew-on (AD only)		<ul style="list-style-type: none"> Professional Military Education Instructor (NCOA) Element NCOIC
Senior NCO Academy (SNCOA) Correspondence Must be a TSgt with at least 2 years TIG Must complete NCOA in residence (AD Only)		<ul style="list-style-type: none"> Professional Military Education Instructor (NCOA) Flight NCOIC
Senior NCO Academy (SNCOA) Must be a MSgt or SMSgt Resident graduation is a prerequisite for SMSgt sew-on (AD Only)		<ul style="list-style-type: none"> First Sgt Duty AFMOA Special Duty Assignment Course Supervisor, Schoolhouse Flight NCOIC/Squadron Superintendent
Upgrade to Superintendent (9-Skill Level) Minimum rank of SMSgt 4Y0XX Career Fields Merge		<ul style="list-style-type: none"> Professional Military Education Instructor (SNCOA) Squadron Superintendent
Chief Enlisted Manager (CEM) (4Y000) Selected for promotion to the rank of CMSgt MAJCOM CMSgt Orientation		<ul style="list-style-type: none"> MDG Superintendent AFMOA/MAJCOM Functional Air Force Career Field Manager Command Chief Master Sergeant (CCM) Chief, Medical Enlisted Force (CMEF)

Figure 8-1, Enlisted Education and Training Path

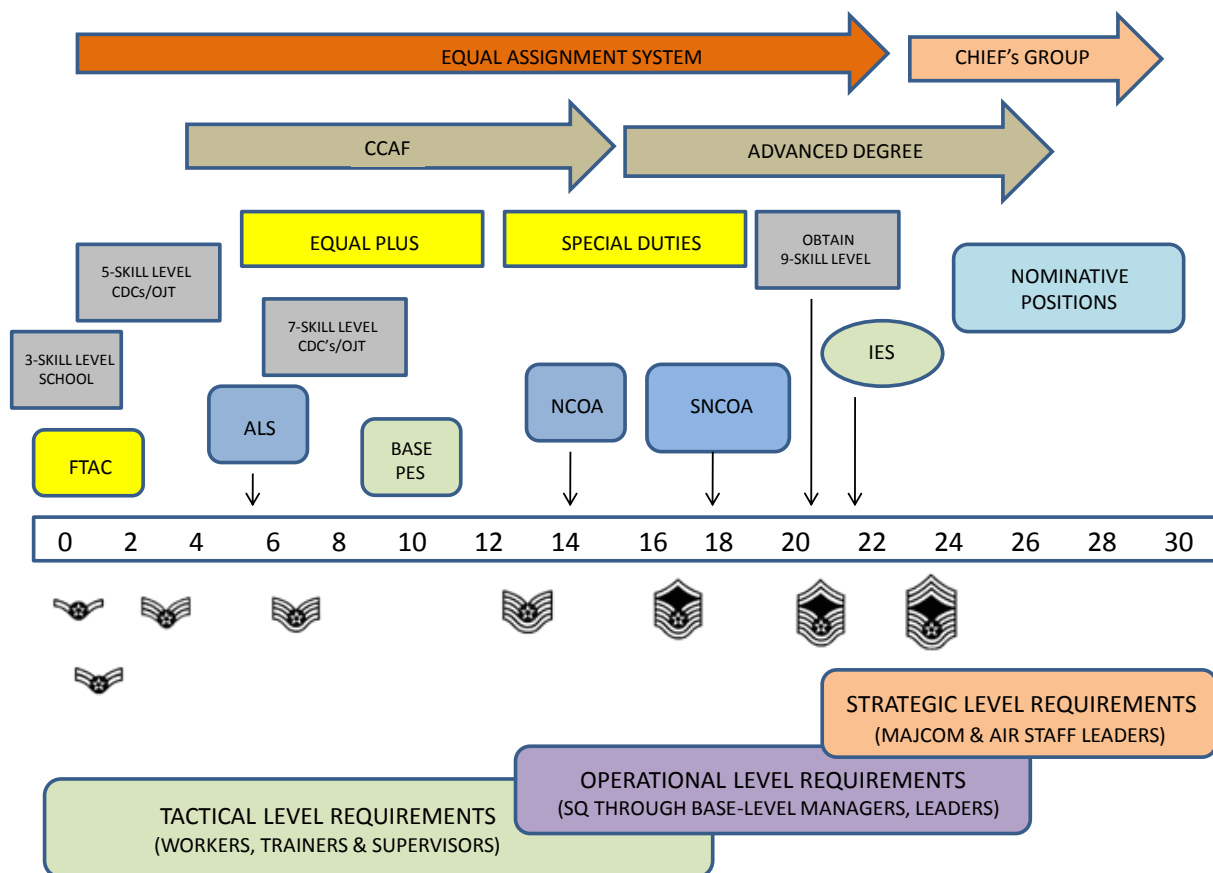


Figure 8-2, Enlisted Career Path

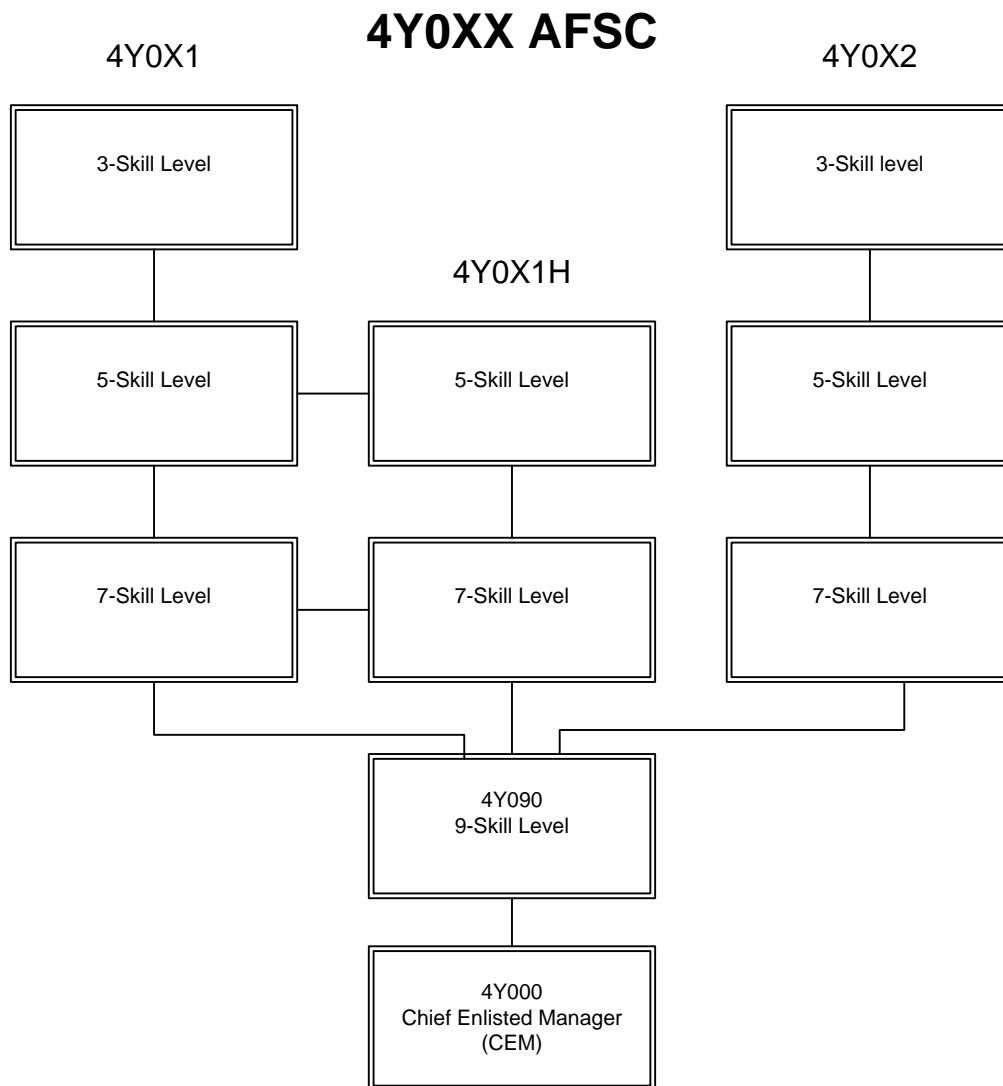


Figure 8-3, Dental Enlisted Career Path

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific tasks and knowledge training requirements are identified in the STS, Part II, Section A and B of this CFETP.

10. Specialty qualifications for dental assistant apprentice and dental assistant/hygienist journeyman and craftsman (ref. AFECD).

10.1. Knowledge. Knowledge of the following areas is mandatory: Oral and dental anatomy, fundamentals of physiology, dental therapeutics, systemic diseases, medicines, dental materials and

instruments, sterile and infection control techniques, dental treatment room and laboratory procedures, preventive dentistry, dental administration, budgeting, and user-level equipment maintenance.

10.2. Education. Completion of high school or college level courses in Biology and Chemistry is desirable for entry into this specialty.

10.3. Training. The following training is mandatory for the award of each indicated AFSC:

10.3.1. 4Y031. Completion of the Dental Assistant Apprentice course.

10.3.2. 4Y051. Completion of the 4Y051 correspondence course and all 5-skill level core and duty position tasks listed in the 4Y0X1 STS.

10.3.3. 4Y071. Completion of the 4Y071 correspondence course and all 5 and 7-skill level core and duty position tasks listed in the 4Y0X1 STS.

10.3.4. 4Y051H. Completion of the 4Y051 correspondence course, all 5-skill level core and duty position tasks listed in the 4Y0X1/H STS, and an American Dental Association accredited certificate or degree awarding dental hygienist training program.

10.3.5. 4Y071H. Completion of the 4Y071 correspondence course, all 5 and 7-skill level core and duty position tasks listed in the 4Y0X1/H STS, and an American Dental Association accredited certificate or degree awarding dental hygienist training program.

10.4. Experience. The following experience is mandatory for award of the AFSC indicated:

10.4.1. 4Y051. Qualification in and possession of AFSC 4Y031. Experience performing dental assisting duties to include assisting the dentist in the delivery of patient care, exposing dental radiographs, performing infection control and safety procedures, and maintaining dental supplies and equipment is also required.

10.4.2. 4Y071. Qualification in and possession of AFSC 4Y051. Also, experience performing and supervising dental assisting duties to include: performing expanded dental assistant functions, and dental administrative and practice management duties.

10.4.3. 4Y0X1H. Possession of an active state dental hygienist license.

10.4.4. For award of AFSC 4Y090, qualification in and possession of AFSC 4Y071, 4Y072 or 4Y071H is mandatory. The 9-skill level is awarded upon promotion to SMSgt and attendance at the SNCO Academy.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints (i.e. cost, manpower, equipment, etc.), which preclude optimal and desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each

constraint has on training are included. Also, included in this section are actions required, office of primary responsibility and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice 3-Skill Level Training. None.

13. Journeyman 5-Skill Level Training. None.

14. Craftsman 7-Skill Level Training. None.

Section E – Transitional Training Guide

15. There are currently no transitional training requirements. This area is reserved.

CAREER FIELD EDUCATION AND TRAINING PLAN DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1/H

PART II

Section A-Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 3 Oct 12.

2. Purpose. As prescribed in AFI 36-2201, Attachment 4, *Air Force Training Program Career Field Education and Training*, this STS:

2.1. Lists in column 1, the most common tasks, knowledge, and technical references (TRs) necessary for Airmen to perform duties in the 3-, 5-, 7-skill level. TRs in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment and are referenced by title throughout the STS. The unit OJT section will consolidate the requirements for the unit they support and order publications through the medical group/clinic library activity.

2.2. Uses the numbers 5 or 7 in column 2A, to identify core tasks required for upgrade to the 5- and 7-skill levels respectively in the dental assistant specialty. Personnel must be trained on appropriate core and duty tasks to complete upgrade training. **Not all tasks require third party certification. The symbol “X” in column 2B identifies critical tasks; these are the only tasks that require third party certification.**

2.3. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems, if available, to document technician qualifications. Task certification must show a certification or completion date.

NOTE: Trainers must (1) possess a 4Y0XX AFSC or DoD equivalent, (2) be qualified on the tasks they will train, (3) be recommended by their supervisor, and (4) have completed the Air Force Training Course. Certifiers must (1) be at least a SSgt or civilian equivalent, (2) possess a minimum of 5-skill level, (3) have completed the Air Force Training Course, and (4) be trained and/or certified on tasks they will certify. The certification official must be someone other than the trainer. Licensed/credentialed healthcare providers may substitute as trainers and certifiers without attending the Air Force Training Course. If the trainer is a licensed/credentialed provider, they may serve as both the trainer and certifier.

2.4. Shows in column 4, formal training, correspondence course and QTP requirements. It also shows the proficiency to be demonstrated on the job by the trainee as a result of training on the task and career knowledge provided by the correspondence course. For a list of QTP volume numbers and titles, refer to Section C. **Note:** Training codes in columns 4B2 and 4C2 reflected for 5 and 7-skill levels indicate the information provided in the CDCs. These codes are not intended to reflect the level required to satisfy OJT upgrade requirements.

2.5. Identifies qualification requirements. The proficiency code key indicates the level of training and knowledge provided by resident training and career development courses.

2.6. Is used to document training in the Air Force Training Record. Refer to AFI 36-2201, *Air Force Training Program*, Chapter 6, *Air Force On-The-Job Training Administration* for further guidance on documentation, transcribing, decertification, and recertification.

2.7. Is used as a performance standard. Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the STS proficiency code key).

2.8. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) for the dental career field are developed at the USAF Occupational Measurement Squadron, by dental SNCOs with extensive practical experience in their career field. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard.

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels at 937 TRG/TTS, 2931 Harney, Fort Sam Houston, TX 78234 or use the Customer Service Information Line, DSN 420-1080 (Commercial 210-808-1080) to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES B. GREEN
Lieutenant General, USAF, MC, CFS
Surgeon General

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Trainer, Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (nomenclature)
	b	Can determine step by step procedures for doing the task. (procedures)
	c	Can identify why and when the task must be done and why each step is needed. (operating principles)
	d	Can predict, isolate, and resolve problems about the task. (advanced theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (evaluation)
Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.		
NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime.		

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
1. COMMON DENTAL CAREER FIELD EXPERIENCE												
1.1 Medical Readiness provided by course												
1.1.1 Perform NBC Post-Attack Reconnaissance Operation TR: AFMAN 10-2503, Para 4.4								-	-	-	-	-
1.1.2 Perform Self Aid and Buddy Care TR: AFPAM 10-100, AFH 36-2218 Volume 2								-	-	-	-	-
1.1.3 Use Radios TR: AFI 33-106								-	-	-	-	-
1.1.4 Perform litter loading and unloading TR: AFH 36-2218, Volume 2								-	-	-	-	-
1.2 Career progression and educational opportunities for 4Y0X1 TR: AFECD								-	-	-	-	-
1.2.1 4Y031/2								A	-	-	-	-
1.2.2 4Y051/4Y051H/4Y052								A	-	-	-	-
1.2.3 4Y071/4Y071H/4Y072								-	-	A	-	B
1.2.4 4Y090/CEM 4Y000								-	-	A	-	B
1.3 USAF Medical Service Mission TR: AFPD 44-1								A	-	-	-	-
1.4 USAF Dental Service TR: AFI 47-101; AFPAM 47-103												
1.4.1 Mission TR: AFPD 47-1								A	-	-	-	B
1.4.2 Organization and function								A	-	-	-	B
1.4.3 Mirror Force TR: CFETP 4Y0X1; CDC 4Y051/4Y071								A	-	B	-	B
1.4.4 Air Reserve Component (ARC) TR: AFPD 10-3; AFI 10-301; Dental Management Guide								A	-	B	-	B
1.4.5 ARC Career Progression TR: CFETP 4Y0X1/H								A	-	B	-	B
1.5 Safety and health TR: AFI 47-101, 91-202, 91-204, 91-301; AFOSH STDs 91-8; Modern Dental Assisting; DECS Safety Training												
1.5.1 Occupational Safety								A	-	B	-	-
1.5.2 Bloodborne Pathogens								A	-	B	-	-
1.5.3 Hazard Communication Program								-	-	-	-	-
1.5.4 Chemical and physical hazards								A	-	B	-	-
1.5.5 Exercise safety practices during job performance	5							2b	-	b	-	-
1.5.6 Report accidents/Exposure incidents								a	-	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
1.6 Dental equipment maintenance TR: Manufacturer's instructions												
1.6.1 Perform user maintenance such as inspect, clean and lubricate	5							2b	1	b	-	-
1.6.2 Report defective equipment/utilities to dental logistics	5							b	-	b	-	-
2. BASIC AND DENTAL SCIENCES												
2.1 Fundamentals of Chemistry TR: Modern Dental Assisting; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist												
2.1.1 Dental therapeutics								A	-	B	-	-
2.1.2 Dental materials								A	-	B	-	-
2.1.3 Dental radiology								A	-	B	-	-
2.1.4 Preventive dentistry								A	-	B	-	-
2.2 Fundamentals of Anatomy and Physiology TR: Modern Dental Assisting												
2.2.1 Cellular								A	-	B	-	-
2.2.2 Tissues								A	-	B	-	-
2.2.3 Organs								A	-	B	-	-
2.2.4 Body systems								A	-	B	-	-
2.3 Anatomy and physiology of head and neck TR: Modern Dental Assisting												
2.3.1 Cranial bones								A	-	B	-	-
2.3.2 Facial bones								A	-	B	-	-
2.3.3 Vascular circulation								A	-	B	-	-
2.3.4 Lymphatic system								A	-	B	-	-
2.3.5 Innervation of oral and facial tissue												
2.3.5.1 Trigeminal nerve								A	-	B	-	-
2.3.5.2 Facial nerve								A	-	B	-	-
2.3.6 Muscles of mastication												
2.3.6.1 Attachments								A	-	B	-	-
2.3.6.2 Function								A	-	B	-	-
2.3.7 Anatomy and function of the temporomandibular joint								A	-	B	-	-
2.3.8 Anatomy and function of the salivary glands								A	-	B	-	-
2.4 Oral anatomy and physiology TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
2.4.1 Oral Mucosa												
2.4.1.1 Masticatory								A	-	B	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
2.4.1.2 Specialized								A	-	B	-	-
2.4.1.3 Lining								A	-	B	-	-
2.4.2 Tooth morphology												
2.4.2.1 Growth period								A	-	B	-	-
2.4.2.2 Calcification period								A	-	B	-	-
2.4.2.3 Eruption period								A	-	B	-	-
2.4.3 Composition of the teeth and their function								A	-	B	-	-
2.4.4 Primary dentition								A	-	B	-	-
2.4.5 Permanent dentition								A	-	B	-	-
2.4.6 Tooth eruption schedules								A	-	B	-	-
2.4.7 Surfaces and anatomical landmarks of the teeth								A	-	B	-	-
2.4.8 Supportive structures of the teeth and their functions												
2.4.8.1 Gingiva								A	-	B	-	-
2.4.8.2 Alveolar process								A	-	B	-	-
2.4.8.3 Periodontal ligament								A	-	B	-	-
2.4.8.4 Cementum								A	-	B	-	-
2.5 Oral pathology (etiology, symptoms, and treatment) TR: Modern Dental Assisting; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
2.5.1 Dental caries								A	-	B	-	-
2.5.2 Pulpitis								A	-	B	-	-
2.5.3 Dental abscesses								A	-	B	-	-
2.5.4 Gingival disorders								A	-	B	-	-
2.5.5 Periodontal disorders								A	-	B	-	-
2.5.6 Oral soft tissue abnormalities								A	-	B	-	-
2.5.7 Tumors												
2.5.7.1 Benign								-	-	B	-	-
2.5.7.2 Malignant								-	-	B	-	-
2.5.8 Inflammation process								A	-	B	-	-
2.5.9 Anomalies								A	-	B	-	-
2.5.10 Oral manifestations of systemic diseases								A	-	B	-	-
2.5.11 Physical and chemical injuries								A	-	B	-	-
2.6 Dental therapeutics TR: Modern Dental Assisting; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
2.6.1 Analgesics								A	-	B	-	-
2.6.2 Sedatives and hypnotics								A	-	B	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
2.6.3 Antibiotics								A	-	B	-	-
2.6.4 Local anesthetics												
2.6.4.1 Types								A	-	B	-	-
2.6.4.2 Action								A	-	B	-	-
2.6.4.3 Toxicology								A	-	B	-	-
2.6.5 Hemostatics and vasoconstrictors								A	-	B	-	-
2.6.6 Antihistamines								A	-	B	-	
2.6.7 Dentifrices												
2.6.7.1 Anticariogenic agents								A	-	B	-	-
2.6.7.2 Desensitizing agents								A	-	B	-	-
2.6.8 Other therapeutic agents								A	-	B	-	-
3. PROFESSIONAL AND PATIENT RELATIONS TR: Modern Dental Assisting; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
3.1 Professional standard and ethics												
3.1.1 Standards of conduct for patient care								A	-	B	-	-
3.1.2 Patient rights and responsibilities								A	-	B	-	-
3.1.3 Professional relations with patients and medical personnel								A	-	B	-	B
3.1.4 Legal implications								A	-	B	-	-
3.1.5 Customer service								A	-	B	-	-
3.1.6 Patient Safety								A	-	B	-	-
4. DENTAL ADMINISTRATION												
4.1 Establish and maintain dental health records TR: AFIs 33-364; 37-138; 47-101; 41-210; AFMAN 10-3902; AFRIMS Record Disposition Schedule (https://www.my.af.mil/afirms/afirms/afirms/ri.ms.cfm)												
4.1.1 Custodial responsibilities								-	-	B	-	-
4.1.2 Verify patient eligibility for care TR: AFI 41-115	5							b	5	b	-	-
4.1.3 Initiate records	5							2b	5	b	-	-
4.1.4 Enter treatment data on appropriate document												
4.1.4.1 Assist with written requests for medical service consultation								a	5	b	-	-
4.1.4.2 Use correct diagnostic nomenclature, abbreviations and charting symbols	5							2b	5	b	-	-
4.1.4.3 Review and make entries on patient treatment forms	5							2b	5	b	-	-
4.1.4.4 Assist with written requests for dental service consultation/private sector care referral								-	-	-	-	-
4.1.5 File records	5							2b	5	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
4.1.6 Inventory records								-	5	b	-	b
4.1.7 Transfer records								-	5	b	-	b
4.1.8 Retire records								-	5	b	-	b
4.2 Release of medical/dental information TR: AFI 41-210	5							A	-	B	-	-
4.3 Examinations and classifications												
4.3.1 Identify types and requirements of examinations	5							B	5	b	-	-
4.3.2 Specific purpose exams								A	-	B	-	-
4.4 Population health metrics												
4.4.1 Document individual health metrics								2b	5	b	-	-
4.5 Schedule patient appointments using computer/automated systems TR: AFI 47-101; Corporate Dental Application	5							2b	-	b	-	-
4.6 Manage aspects of the Air Force Dental Readiness Assurance Program (AFDRAP) TR: AFI 47-101; Corporate Dental Application												
4.6.1 Periodic dental examinations	7							a	5	b	5	b
4.6.2 Identify dental readiness classifications	5							2b	5	b	-	-
4.6.3 Dental readiness class 3 and 4 monitoring	7							-	5	b	5	b
4.6.4 Dental clearance program	7							-	5	b	5	b
4.6.5 Availability/Access to care	7							-	-	b	-	b
4.7 Dental lab coordination								A	-	b	-	-
4.7.1 ADL case preparation and shipment								A	3	b	-	-
4.8 Coordinate treatment of flying personnel with the Flight Surgeon's Office TR: AFI 47-101								2b	-	b	-	-
4.9 Sensitive Duties Program TR: AFIs 47-101, 41-210; AFMAN 10-3902; DoD 5210.42-Regulation								A	-	B	-	-
4.10 Medical Affirmative Claims (Third party liability) TR: AFI 41-115								A	-	B	-	-
4.11 Automated dental service requirements TR: Corporate Dental Application												
4.11.1 Process and maintain automated dental treatment data	7							-	-	-	7	b
4.11.2 Interpret automated treatment data	7							-	-	-	7	b
4.12 Prepare/review reports and correspondence TR: AFIs 47-101; AFMAN 33-326; AFH 33-337; Dental Management Guide	7							-	-	-	7	b
4.13 Prepare/review policies and operating instructions TR: AFIs 33-360, 47-101; Dental Management Guide	7							-	-	-	7	b

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
4.14 Locate and utilize required information in publications								-	-	a	-	b
4.15 Conduct unit self-assessment TR: AFI 47-101, Dental Management Guide; JC/AAAHHC/HSI Guide	7							-	-	-	-	b
4.16 Business metrics												
4.16.1 Business metrics principles								-	-	-	-	B
4.16.2 Utilize business metrics	7							-	-	-	-	-
5. INFECTION CONTROL TR: AFIs 44-108, 47-101; USAF Guidelines for Infection Prevention & Control in Dentistry; Modern Dental Assisting, Clinical Practice of the Dental Hygienist; DECS Infection Control Training												
5.1 Infection control								A	-	B	-	-
5.2 Fundamentals of Microbiology								A	-	B	-	-
5.3 Personal Hygiene								A	-	B	-	-
5.3.1 Perform hand hygiene								2b		b		
5.3.2 Don and doff personal protective equipment								2b		b		
5.4 Clinical hygiene												
5.4.1 Practice aseptic techniques	5	X						2b	1	b	-	-
5.4.2 Prepare dental treatment room (DTR) using standard precautions												
5.4.2.1 DTR setup	5	X						2b	1	b	-	-
5.4.2.2 DTR breakdown	5	X						2b	1	b	-	-
5.5 Sterilization												
5.5.1 Types of sterilization equipment								A	-	B	-	-
5.5.2 Perform sterilization procedures	5	X						2b	1	b	-	-
5.5.3 Monitor sterilization equipment	5	X						b	1	b	-	-
5.5.4 Perform DIPC procedures		X						-	1	-	-	-
5.5.5 Store instruments								2b		b		
5.6 Disinfection												
5.6.1 Types of disinfections								A	-	B	-	-
5.6.2 Perform disinfection procedures	5	X						2b	1	b	-	-
5.6.3 Perform water line disinfection	5	X						2b	1	b	-	-
6. GENERAL EMERGENCY PROCEDURES TR: AFI 44-102; Modern Dental Assisting; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice												
6.1 Types of emergencies in the dental clinic								A	-	B	-	-
6.2 Code/crash cart	5	X						A	-	b	-	-
6.3 Maintain and operate oxygen equipment	5	X						b	-	b	-	-
6.4 Manage syncope	5	X						b	-	b	-	-
6.5 Measure and record vital signs	5	X						2b	-	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
6.6 Perform cardiopulmonary resuscitation								3c	-	-	-	-
7. DENTAL ASSISTING DUTIES												
7.1 Identification and purpose of dental instruments TR: Modern Dental Assisting; Fundamental of Periodontal Instruments; Periodontal Instrumentation												
7.1.1 Basic instruments								-	-	-	-	-
7.1.1.1 Diagnostic instruments								A	-	B	-	-
7.1.1.2 Diagnostic aids								A	-	B	-	-
7.1.1.3 Rotary instruments								A	-	B	-	-
7.1.1.4 Miscellaneous instruments								A	-	B	-	-
7.1.2 Specialty instruments												
7.1.2.1 Restorative instruments								A	-	B	-	-
7.1.2.2 Surgical instruments								A	-	B	-	-
7.1.2.3 Periodontal instruments								A	-	B	-	-
7.1.2.4 Endodontic instruments								A	-	B	-	-
7.1.2.5 Prosthodontics instruments								A	-	B	-	-
7.1.2.6 Orthodontic instruments								-	-	B	-	-
7.1.2.7 Pediatric instruments								-	-	B	-	-
7.2 Dental materials TR: Modern Dental Assisting; Manufacturers' Instructions												
7.2.1 Prepare amalgam	5							2b	3	b	-	-
7.2.2 Prepare light cure composites	5							2b	3	b	-	-
7.2.3 Prepare glass ionomers	5							2b	3	b	-	-
7.2.4 Prepare bases	5							2b	3	b	-	-
7.2.5 Prepare temporary/sedative materials	5							2b	3	b	-	-
7.2.6 Prepare cementing materials	5							2b	3	b	-	-
7.2.7 Prepare alginate impression materials	5							2b	3	b	-	-
7.2.8 Prepare other impression materials	5							-	3	b	-	-
7.2.9 Dispose of excess amalgam	5							2b	-	b	-	-
7.3 Maintain DTR supply levels	5							2b	1	b	-	-
7.3.1 Ensure currency of dated items	5							2b	1	b	-	-
7.4 Clinical procedures TR: Modern Dental Assisting; Clinical Practice of the Dental Hygienist												
7.4.1 Review patient record	5							2b	1	b	-	-
7.4.2 Prepare instruments												
7.4.2.1 Select and arrange instruments	5							2b	3	b	-	-
7.4.2.2 Assemble/disassemble anesthetic syringe	5							2b	3	b	-	-
7.4.3 Receive patient	5							2b	-	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
7.4.4 Establish rapport with patient												
7.4.4.1 Confirm patient identification and treatment procedure	5	X						2b	1	b	-	-
7.4.5 Evaluate patient for contraindications to care												
7.4.5.1 Interview patient								2b	1	b	-	-
7.4.5.2 Observe patient response								B	1	b	-	-
7.4.6 Rubber dam												
7.4.6.1 Prepare	5							2b	3	b	-	-
7.4.6.2 Assist in placement	5							2b	3	b	-	-
7.4.6.3 Assist in removal	5							2b	3	b	-	-
7.4.6.4 Place rubber dam		X						-	-	-	-	-
7.4.6.5 Remove rubber dam		X						-	-	-	-	-
7.4.7 Perform fourhanded dentistry techniques	5							2b	3	b	-	-
7.4.7.1 Irrigate and aspirate treatment site	5	X						2b	3	b	-	-
7.4.7.2 Retract tissue	5	X						2b	3	b	-	-
7.4.8 Select tooth shade								2b	3	-	-	-
7.4.9 Apply etch/conditioner		X						2b	3	b	-	-
7.4.10 Apply primer		X						-	3	-	-	-
7.4.11 Apply bond		X						-	3	-	-	-
7.4.12 Assemble and place matrix		X						2b	3	b	-	-
7.4.13 Remove matrix		X						2b	3	b	-	-
7.4.14 Place temporary restoration		X						-	3	b	-	-
7.4.15 Sedations												
7.4.15.1 Assist in intravenous sedation cases								-	-	a	-	-
7.4.15.2 Assist in inhalation sedation cases								-	-	a	-	-
7.4.15.3 Perform venipuncture		X						-	-	-	-	-
7.4.16 Remove sutures		X						-	-	-	-	-
7.4.17 Brief patient on pre/post operative Instructions								2b	-	b	-	-
7.4.18 Perform periodontal charting								-	-	-	-	-
7.4.19 Place and remove dressings		X						-	-	b	-	-
7.4.20 Assist with pulp cold test		X						A	-	-	-	-
7.4.21 Irrigate canals		X						-	-	b	-	-
7.4.22 Dry canals		X						-	-	b	-	-
7.4.23 Place retraction cord		X						-	-	b	-	-
7.4.24 Make preliminary alginate impressions	5	X						2b	3	b	-	-
7.4.25 Assist in taking final impression								-	-	-	-	-
7.4.26 Pour, trim, and polish study casts	5							-	3	b	-	-
7.4.27 Fabricate custom trays	5							-	3	b	-	-
7.4.28 Make occlusal registrations for mounting study casts	5	X						-	3	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
7.4.29 Fabricate provisional stints								-	3	b	-	-
7.4.30 Fabricate interim provisional restorations	5	X						-	3	b	-	-
7.4.31 Clean and polish removable appliances	5							-	3	b	-	-
7.4.32 Select preliminary shades								-	-	-	-	-
7.4.33 Remove provisional crown		X						-	-	b	-	-
7.4.34 Remove cement from provisional restoration								-	-	-	-	-
7.4.35 Cement provisional restorations		X						-	-	b	-	-
7.4.36 Perform patient dismissal procedures	5							2b	4	b	-	-
7.5 Forensic dentistry												
7.5.1 Forensic dentistry function								-	-	B	-	-
7.5.2 Assist with forensic dentistry procedures								-	-	b	-	-
8. PROFESSIONAL DENTAL SPECIALTIES TR: Modern Dental Assisting; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist												
8.1 Examination, screening and preliminary diagnosis												
8.1.1 Function of examination, screening and preliminary diagnosis								A	-	B	-	
8.1.2 Assist with examination, screening and preliminary diagnostic procedures	5							2b	3	b	-	-
8.2 General dentistry												
8.2.1 General dentistry function								A	-	B	-	-
8.2.2 Assist with general dentistry procedures	5							2b	3	b	-	-
8.3 Oral and maxillofacial surgery												
8.3.1 Surgical function								A	-	B	-	-
8.3.2 Assist with oral surgery procedures in a clinical setting	5							a	3	b	-	-
8.3.3 Hospital operating room												
8.3.3.1 Perform scrub technician duties								-	-	-	-	-
8.3.3.2 Assist with oral surgery procedures								-	-	-	-	-
8.3.3.3 Assist in the management of medical emergencies/trauma								-	-	-	-	-
8.4 Prosthodontics												
8.4.1 Prosthodontic function								A	-	B	-	-
8.4.2 Assist with prosthodontic procedures								a	3	b	-	-
8.5 Endodontics												
8.5.1 Endodontic function								A	-	B	-	-
8.5.2 Assist with endodontic procedures	5							a	3	b	-	-
8.6 Periodontics												
8.6.1 Periodontic function								A	-	B	-	-
8.6.2 Assist with periodontic procedures								a	3	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
8.6.3 Assist with implant procedures								-	-	-	-	-
8.7 Orthodontics												
8.7.1 Orthodontic function								A	-	B	-	-
8.7.2 Assist with orthodontic procedures								-	-	b	-	-
8.8 Pediatric dentistry												
8.8.1 Pediatric dentistry function								A	-	B	-	-
8.8.2 Assist with pediatric dentistry procedures								-	-	b	-	-
9. DENTAL RADIOLOGY/IMAGING TR: Modern Dental Assisting; Dental Hygiene Theory and Practice												
9.1 Production of dental radiographs								A	-	B	-	-
9.2 Properties of radiation								A	-	B	-	-
9.3 Exercise radiation safety	5	X						2b	2	b	-	-
9.4 Types of dental radiographs/images	5							A	-	B	-	-
9.5 Prepare patient for radiograph(s)	5							2b	2	b	-	-
9.6 Digital imaging												
9.6.1 Digital dental imaging equipment function												
9.6.2 Adjust timing control	5							2b	2	b	-	-
9.6.3 Capture digital image								2b	2	b		
9.6.4 Use digital imaging software	5	X						2b	2	b	-	-
9.6.5 Use digital imaging scanner	5							a	2	b	-	-
9.6.6 Intraoral imaging using paralleling technique/device												
9.6.6.1 Expose horizontal bitewing		X						b	2	b	-	-
9.6.6.2 Expose vertical bitewing (4 images)	5	X						2b	2	b	-	-
9.6.6.3 Expose periapical image (full mouth)	5	X						2b	2	b	-	-
9.6.7 Intraoral imaging using bisecting angle technique	5	X						2b	2	b	-	-
9.6.8 Panoramic image	5	X						A	2	b	-	-
9.6.9 Expose cephalometric image		X						-	-	b	-	-
9.6.10 Expose occlusal image		X						-	-	b	-	-
9.6.11 Archive images	5							-	2	b	-	-
9.6.12 Locate and identify anatomical landmarks	5							2b	2	b	-	-
9.6.13 Causes of faulty digital images								A	-	B	-	-
9.7 Conventional Radiology												
9.7.1 Expose and evaluate												
9.7.1.1 Select appropriate radiographic technique								a	-	-	-	-
9.7.1.2 Select appropriate equipment for radiographic techniques								a	-	-	-	-
9.7.1.3 Select infection control techniques								a	-	-	-	-
9.7.1.4 Select patient management techniques								a	-	-	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
9.7.1.5 Expose dental films using various techniques								a	-	-	-	-
9.7.1.6 Evaluate radiographs for diagnostic value								a	-	-	-	-
9.7.2 Process radiographs												
9.7.2.1 Prepare, maintain, and replenish solutions for manual and automatic processors								a	-	-	-	-
9.7.2.2 Process exposed radiographs by use of manual and automatic techniques								a	-	-	-	-
9.7.2.3 Practice infection control guidelines when processing radiographs								a	-	-	-	-
9.7.2.4 Properly store chemicals and materials								a	-	-	-	-
9.7.2.5 Properly dispose of chemicals and materials								a	-	-	-	-
9.7.2.6 Implement quality assurance procedures								a	-	-	-	-
9.7.3 Mount and Label												
9.7.3.1 Prepare radiographs for legal requirements, viewing and duplication								a	-	-	-	-
10. PREVENTIVE DENTISTRY TR: AFI 47-101; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist; Fundamentals of Periodontal Instrumentation, AFMS Dental Clinical Practice Guidelines												
10.1 Preventive dentistry function								A	-	B	-	-
10.2 Identify risk factors												
10.2.1 Personal								A	5	b	-	-
10.2.2 Population health								A	5	b	-	-
10.3 Clinical phase												
10.3.1 Identify the presence of calculus		X						-	4	b	-	-
10.3.2 Perform screening examinations and refer patients as needed		X						-	4	b	-	-
10.3.3 Identify and record oral health		X						-	4	b	-	-
10.3.4 Oral health care instructions												
10.3.4.1 Patient motivation								A	-	B	-	-
10.3.4.2 Formation of plaque (bio-film) and the relationship to dental disease								A	-	B	-	-
10.3.4.3 Effects of diet and nutrition on dental health								A	-	B	-	-
10.3.4.4 Instruct patient on oral hygiene techniques and devices	5							-	4	b	-	-
10.3.4.5 Effects of tobacco use. TR: AFI 40-102								A	4	b	-	-
10.3.4.6 Instruct patient on care of dental Implants								-	4	b	-	-

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
10.3.5 Periodontal instruments												
10.3.5.1 Use hand instruments		X						-	4	b	-	-
10.3.5.2 Use exploratory instruments		X						-	4	b	-	-
10.3.5.3 Use ultrasonic devices		X						-	4	b	-	-
10.3.5.4 Sharpen periodontal scaling instruments		X						-	4	b	-	-
10.3.6 Remove accumulated deposits										b		
10.3.6.1 Supragingival		X						-	4	b	-	-
10.3.6.2 Subgingival		X						-	-	b	-	-
10.3.6.3 Implanted prostheses		X						-	4	b	-	-
10.3.7 Polish teeth		X						-	4	b	-	-
10.3.8 Apply topical anticariogenic agents		X						-	4	b	-	-
10.3.9 Apply pit and fissure sealants		X						-	4	b	-	-
10.3.10 Manage patient recall programs												
10.3.10.1 Periodontal maintenance								-	-	b	-	c
10.3.10.2 High caries risk								-	-	b	-	c
10.4 Community preventive dentistry phase												
10.4.1 Function								-	-	A	-	B
10.4.2 Assist in planning and conducting								-	-	a	-	b
10.4.3 Conduct presentations								-	-	a	-	b
10.5 Children's preventive dentistry phase								-	-	A	-	B
10.6. This section applies only to 4Y0X1s who have completed the formal Advanced Oral Hygiene Course and Practicum (Phase 1 & 2).												
10.6.1 Perform periodontal evaluation		X						-	-	-	-	-
10.6.2 Assess and record periodontal screening record (PSR)		X						-	-	-	-	-
10.6.3 Perform root planning		X						-	-	-	-	-
10.6.4 Administer localized chemotherapeutic agents		X										
10.6.5 Administer palliative relief for dental pain		X						-	-	-	-	-
10.6.6 Apply desensitizing agent		X						-	-	-	-	-
10.6.7 Take diagnostic photographs								-	-	-	-	-
11. MEDICAL MATERIEL TR: AFI 47-101; AFMAN 23-110												
11.1 Accountability and responsibility								-	-	A	-	B
11.2 Maintain and use supply/equipment publications, records, and listings								-	-	-	6	b
11.3 Classification and identification of supplies								-	-	-	-	B
11.4 Research supplies/equipment for procurement using medical, federal, or local source catalogs/computer systems	7							-	-	-	6	b

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
11.5 Prepare request for issue/turn-in of supplies and equipment	7							-	-	-	6	b
11.6 Dental materiel procedures												
11.6.1 Manage stock levels	7							-	-	-	6	b
11.6.2 Store materials TR: Manufacturer's instructions; AFOSH STD 91-501; Modern Dental Assisting												
11.6.2.1 Manage expiration dates								2b	-	-	-	b
11.6.2.2 Storage of dangerous/flammable materials	7							a	1/6	b	1/6	b
11.6.3 Turn-in disposable items such as needles, blades, and syringes for destruction TR: USAF Dental Infection Control Guidelines	7							2b	1/6	b	1/6	b
11.6.4 Use of medical equipment or supply reports/listings								-	-	-	6	b
11.7 Conduct inventories TR: AFI 47-101; AFMAN 23-110, V6								-	-	-	6	b
11.8 Report defective and/or damage supplies, equipment, or utilities TR: AFMAN 23-110, V6								-	-	a	6	b
11.9 Facilitate equipment user maintenance training								-	6	a	6	b
11.10 Aid in preparation of budget and financial requirements TR: AFIs 47-101, 41-102	7							-	-	-	7	b
11.11 Precious metals recovery program TR: AFMAN 23-110 V6												
11.11.1 Program principles								-	-	-	-	-
11.11.2 Recover precious metals								-	-	b	-	-
11.12 Dental Evaluation and Consultation Service TR: AFI 47-101								-	-	A	-	B
12. SUPERVISION OF MILITARY AND CIVILIAN PERSONNEL TR: AFIs 36-2406, 36-2618, 36-2908, 36-704; 36-1001, 36-1203; AFPAM 36-106, 36-107, Dental Management Guide; AFPAM 36-2241, V1&2, 36-2627; AFECDD; HSI and JC/AAHHC guidelines												
12.1 Orient new personnel	7							-	-	-	8	c
12.2 Evaluate work methods and performance standards	7							-	-	-	8	c
12.3 Schedule work assignments and priorities	7							-	-	-	8	c
12.4 Evaluate performance of personnel	7							-	-	-	8	c

STS 4Y0X1	2.Core/Critical Tasks		3. Certification for OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge and Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
12.5 Resolve management problems that personnel are unable to solve	7							-	-	-	8	c
12.6 Counsel personnel and resolve individual problems	7							-	-	-	8	c
12.7 Initiate action to correct substandard performance by personnel	7							-	-	-	8	c
12.8 Prepare written job descriptions	7							-	-	-	8	c
12.9 Evaluate staffing levels and utilization of personnel	7							-	-	-	8	c
13. TRAINING TR: AFI 36-2201 and 4Y0X1/H CFETP												
13.1 Evaluate personnel training needs	7							-	-	-	8	c
13.2 Determine/prepare job qualification standards	7							-	-	-	8	c
13.3 Conduct training	7							-	8	b	8	c
13.4 Counsel trainees on their progress	7							-	8	b	8	c
13.5 Maintain training records	7							-	-	-	8	c
13.6 Monitor effectiveness of training programs	7							-	-	-	8	c

DENTAL HYGIENISTS (4Y0X1H)

NOTE 1: Active duty dental hygienists are responsible for maintaining appropriate patient care skills (core tasks) listed in the 4Y0X1 STS.

NOTE 2: This STS should be used to assess and document competency and on-the-job training requirements for dental hygienists. All tasks are within the scope of care for a dental hygienist and may require OJT to achieve/maintain task competency.

STS 4Y0X1H	2. Core/Critical Tasks		3. Certification For OJT					4. Proficiency Codes and QTP References				
1. Tasks, Knowledge And Technical References	A	B	A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
	Core	Critical	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) QTP	(2) CDC	(1) QTP	(2) CDC
1. PREVENTIVE DENTISTRY TR: AFI 47-101; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist; Fundamentals of Periodontal Instrumentation												
1.1. Perform periodontal evaluation		X						-	-	-	-	-
1.2. Assess and record periodontal screening record (PSR)		X						-	-	-	-	-
1.3. Assist with periodontal treatment planning								-	-	-	-	-
1.4. Local Anesthesia												
1.4.1. Administer local infiltration		X						-	-	-	-	-
1.4.2. Administer regional block		X						-	-	-	-	-
1.5. Perform root planing		X						-	-	-	-	-
1.6. Administer localized chemotherapeutic agents		X						-	-	-	-	-
1.7. Administer palliative relief for dental pain		X						-	-	-	-	-
1.8. Independently monitor patient undergoing nitrous sedation								-	-	-	-	-
1.9. Application of desensitizing agent		X						-	-	-	-	-
1.10. Marginate restorations		X						-	-	-	-	-

SUMMARY OF CHANGES

This STS was revised based on application of Occupational Survey Report (OSR) data and the outcome of the 2011 Dental STRT meeting and virtual U&TW. Changes include:

<u>Task</u>	<u>Change</u>
1.1.2	Replace “AFMAN 10-100” to “AFPAM 10-100”
1.1.2	Add “Volume Five” to “AFH 36-2218”
1.1.3	Delete “AFJAM 24-306”
1.2	Add “and educational opportunities for 4Y0X1”
1.5.1	Re-number as 1.2.1
1.5.2	Re-number as 1.2.2
1.5.3	Re-number as 1.2.3
1.5.4	Re-number 1.2.4
1.5.5	Change 5-skill Level CDC from c to b
1.5.6	Change 5-skill Level CDC from c to b
1.6	Add “DECS Safety Training http://airforcemedicine.afms.mil/idc/groups/public/documents/webcontent/knowledgejunction ”
1.6	Change 3-skill level from a to A, Change 5-skill Level CDC from c to b
1.6.1	Replace “Principles of safety in clinical dentistry” with “Occupational safety”, Change 5-skill Level CDC from c to b
1.6.2	Replace “Hazards of duty in AFSC 4Y0X1” with “Blood borne pathogens”, Change 5-skill Level CDC from c to b
1.6.4	Replace “AFOSH standards for AFSC 4Y0X1” with “Chemical and physical hazards”
1.6.6	Add “/Exposure incidents”, change 3-skill level from a to A
1.8	Replace “AFI 33-204” with “AFI 33-200”
1.8	Replace “10-1101” with “10-701”
4.1	Replace “33-138” with “33-364”
4.1	Replace “37-139” with “10-3902”
4.1	Add “AFRIMS (https://www.my.af.mil/afrims/afrims/afrims/rims.cfm)
4.1.2	Change 3-skill level from a to b, Change 5-skill Level CDC from c to b
4.1.3	Change 5-skill Level CDC from c to b
4.1.4.1	Change 5-skill Level CDC from c to b
4.1.4.2	Change 5-skill Level CDC from c to b
4.1.4.3	Change 5-skill Level CDC from c to b
4.1.4.4	Change 5-skill Level CDC from c to b
4.1.4.5	Change 5-skill Level CDC from c to b
4.1.4.6	Change 5-skill Level CDC from c to b
4.1.4.7	Change 5-skill Level CDC from c to b
4.1.4.8	Change 5-skill Level CDC from c to b
4.3.1	Changed 3-skill level from A to B, Change 5-skill Level CDC from c to b
4.5.1	Change “Identify/record status” to “Document individual health metrics”
4.7	Replace “Dental Data System-Web (DDS-W) Users Guide” with “Corporate Dental Application”
4.11	Replace “Third party liability” with “Medical Affirmative Claims”

- 4.12 Replace “Dental Data System-Web (DDS-W) Users Guide” with “Corporate Dental Application”
- 4.4 Delete
- 4.4.1 Move and renumber 4.7.2
- 4.5 Renumber 4.4
- 4.5.1 Renumber 4.4.1, Change 5-skill Level CDC from c to b
- 4.6 Renumber 4.5, Change 5-skill Level CDC from c to b
- 4.7 Renumber 4.6
- 4.7.1 Renumber 4.6.1
- 4.7.2 Renumber 4.6.2, Change 5-skill Level CDC from c to b
- 4.7.3 Renumber 4.6.3
- 4.7.4 Renumber 4.6.4
- 4.7.5 Renumber 4.6.5
- 4.8 Renumber 4.7, Replace “Coordinate cases with dental lab” with “Case Coordination”
- 4.8.1 Renumber 4.7.1, Replace “Prepare and ship cases to the ADL” with “ADL case preparation and shipment”
- 4.9 Renumber 4.8, Change 5-skill Level CDC from c to b
- 4.10 Renumber 4.9
- 4.11 Renumber 4.10
- 4.12 Renumber 4.11
- 4.12.1 Renumber 4.11.1
- 4.12.2 Renumber 4.11.2
- 4.13 Renumber 4.12
- 4.14 Renumber 4.13
- 4.15 Delete “VI”
- 4.15 Renumber 4.14
- 4.16 Renumber 4.15
- 4.17 Renumber 4.16
- 4.17.1 Renumber 4.16.1
- 4.17.2 Renumber 4.16.2
- 5. Replace “AFPAM 41-215” with “USAF Guidelines for Infection Control in Dentistry”
- 5. Delete “Clinical Practice of the Dental Hygienist”
- 5.3.1 Add “Perform hand hygiene” with a 3-skill level 2b and a 5-skill Level CDC b
- 5.3.2 Add “Don and doff Personal Protective Equipment” with a -skill level 2b and a 5-skill Level CDC b
- 5.4.1 Change 5-skill Level CDC from c to b
- 5.4.2.1 Change 5-skill Level CDC from c to b
- 5.4.2.2 Change 5-skill Level CDC from c to b
- 5.5.2 Change 5-skill Level CDC from c to b
- 5.5.3 Change 5-skill Level CDC from c to b
- 5.5.5 Add “Store instruments” with 3-skill level 2b and a 5-skill Level CDC b
- 5.6.2 Change 5-skill Level CDC from c to b
- 5.6.3 Change 5-skill Level CDC from c to b
- 6.2 Change “Use of emergency kit” to “Code/crash cart”, Change 5-skill Level CDC from c to b
- 6.3 Change 5-skill Level CDC from c to b
- 6.4 Change 5-skill Level CDC from c to b

- 6.5 Change 5-skill Level CDC from c to b
- 7.2.1 Change 5-skill Level CDC from c to b
- 7.2.2 Change 5-skill Level CDC from c to b
- 7.2.3 Change 5-skill Level CDC from c to b
- 7.2.4 Delete “and cavity liners”, Change 5-skill Level CDC from c to b
- 7.2.5 Change 5-skill Level CDC from c to b
- 7.2.6 Change 5-skill Level CDC from c to b
- 7.2.7 Change 5-skill Level CDC from c to b
- 7.2.8 Change 3-skill level from 2b to –, Change 5-skill Level CDC from c to b
- 7.2.9 Change “Recover scrap amalgam” to “Dispose of excess amalgam”, Change 3-skill level from – to 2b, Change 5-skill Level CDC from c to b
- 7.3 Change 5-skill Level CDC from c to b
- 7.3.1 Change 5-skill Level CDC from c to b
- 7.4.1 Change 5-skill Level CDC from c to b
- 7.4.2.1 Change 5-skill Level CDC from c to b
- 7.4.2.2 Change 5-skill Level CDC from c to b
- 7.4.3 Change 5-skill Level CDC from c to b
- 7.4.4.1 Change 5-skill Level CDC from c to b
- 7.4.5.1 Change 5-skill Level CDC from c to b
- 7.4.5.2 Change 5-skill Level CDC from c to b
- 7.4.6.1 Change 5-skill Level CDC from c to b
- 7.4.6.2 Change 5-skill Level CDC from c to b
- 7.4.6.3 Change 5-skill Level CDC from c to b
- 7.4.7 Change 5-skill Level CDC from c to b
- 7.4.7.1 Make a critical task, Change 5-skill Level CDC from c to b
- 7.4.7.2 Make a critical task, Change 5-skill Level CDC from c to b
- 7.4.8 Replace “composite” with “tooth”
- 7.4.9 Add “/conditioner”, Change 5-skill Level CDC from c to b
- 7.4.12 Change 5-skill Level CDC from c to b
- 7.4.13 Change 5-skill Level CDC from c to b
- 7.4.14 Add proficiency code 5-skill Level CDC b
- 7.4.15 Delete
- 7.4.16 Renumber 7.4.15
- 7.4.16.1 Renumber 7.4.15.1
- 7.4.16.2 Renumber 7.4.15.2
- 7.4.16.3 Renumber 7.4.15.3
- 7.4.17 Renumber 7.4.16
- 7.4.18 Renumber 7.4.17
- 7.4.19 Renumber 7.4.18
- 7.4.20 Renumber 7.4.19, add 5-skill Level CDC b
- 7.4.21 Renumber 7.4.20
- 7.4.22 Renumber 7.4.21, add 5-skill Level CDC b
- 7.4.23 Renumber 7.4.22, add 5-skill Level CDC b
- 7.4.24 Renumber 7.4.23, add 5-skill Level CDC b
- 7.4.25 Renumber 7.4.24, Change 5-skill Level CDC from c to b
- 7.4.26 Renumber 7.4.25
- 7.4.27 Renumber 7.4.26

- 7.4.28 Renumber 7.4.27
- 7.4.29 Renumber 7.4.28
- 7.4.30 Renumber 7.4.29
- 7.4.31 Renumber 7.4.30
- 7.4.32 Renumber 7.4.31
- 7.4.33 Renumber 7.4.32
- 7.4.34 Renumber 7.4.33, add 5-skill Level CDC b
- 7.4.35 Renumber 7.4.34
- 7.4.36 Renumber 7.4.35, add 5-skill Level CDC b
- 7.4.37 Renumber 7.4.36, Change 5-skill Level CDC from c to b
- 8.1.2 Change 5-skill Level CDC from c to b
- 8.2.2 Change 5-skill Level CDC from c to b
- 8.3.2 Change 3-skill Level from 2b to a, Change 5-skill Level CDC from c to b
- 8.5.2 Change 5-skill Level CDC from c to b
- 9. Delete “Clinical Practice of the Dental Hygienist”
- 9.3 Change 5-skill Level CDC from c to b
- 9.5 Change 3-skill Level from b to 2b, Change 5-skill Level CDC from c to b
- 9.6 Delete “(This section applies only to facilities using digital radiology)”
- 9.6.2 Change 5-skill Level CDC from c to b
- 9.6.3 Add 3-skill level 2b, 5-skill level QTP Volume 2, Change 5-skill Level CDC from c to b
- 9.6.3.1 Delete
- 9.6.3.2 Delete
- 9.6.4 Change 5-skill Level CDC from c to b
- 9.6.5 Change 3-skill level from 2b to a, Change 5-skill Level CDC from c to b
- 9.6.6.1 Delete “(2 images)”, Change 5-skill Level CDC from c to b
- 9.6.6.2 Delete
- 9.6.6.3 Renumber as 9.6.6.2, Change 5-skill Level CDC from c to b
- 9.6.6.4 Renumber as 9.6.6.3, Change 5-skill Level CDC from c to b
- 9.6.7 Change 5-skill Level CDC from c to b
- 9.6.8 Delete “Expose”, Change 3-skill level from b to A, Change 5-skill Level CDC from c to b
- 9.6.9 Change 5-skill Level CDC from c to b
- 9.6.10 Change 5-skill Level CDC from c to b
- 9.6.11 Change 5-skill Level CDC from c to b
- 9.6.12 Change 5-skill Level CDC from c to b
- 9.7 Delete “(This section applies only to facilities using conventional radiology)”
- 9.7.1 Replace “Dental radiology equipment function” with “Expose and Evaluate”
- 9.7.1.1 Replace “Adjust voltage control” with “Select appropriate radiographic technique” with a 3-skill level of a
- 9.7.1.2 Replace “Adjust milliamperage” with “Select appropriate equipment for radiographic techniques” with a 3-skill level of a
- 9.7.13 Change from “Adjust timing control” to “Select infection control techniques” with 3-skill level of a
- 9.7.1.4 Add “Select patient management techniques” with a 3-skill level of a
- 9.7.1.5 Add “Expose dental films using various techniques” with a 3-skill Level of a
- 9.7.1.6 Add “Evaluate radiographs for diagnostic value” with a 3-skill Level of a

- 9.7.2 Replace “Intraoral radiographs using paralleling technique/device” with “Process Radiographs
- 9.7.2.1 Replace “Expose horizontal bitewing (2 films)” with “Prepare, maintain and replenish solutions for manual and automatic processors” with a 3-skill Level of a
- 9.7.2.2 Replace “Expose horizontal bitewing (4 films)” with “Process exposed radiographs by use of manual and automatic techniques” with a 3-skill Level a
- 9.7.2.3 Replace “Expose vertical bitewing (4 films)” with “Practice infection control guidelines when processing radiographs” with a 3-skill Level of a
- 9.7.2.5 Add “Properly dispose of chemical and materials” with a 3-skill Level of a
- 9.7.2.6 Add “Implement quality assurance procedures” with a 3-skill Level of A and a 5-skill Level CDC of B
- 9.7.3 Replace “Intraoral radiographs using bisecting angle technique” with “Mount and Label”, remove all items from Core/Critical Tasks and Proficiency Codes and QTP References
- 9.7.3.1 Delete
- 9.7.3.2 Delete
- 9.7.3.3 Renumber 9.7.3.1. Add “Prepare radiographs for legal requirements, viewing and duplication” with a 3-skill Level of a
- 9.7.4 Replace “Expose panoramic film” with “Radiation safety-patient” with a 3-skill Level of A and a 5-skill Level CDC of B
- 10.3.1 Change 5-skill Level CDC from c to b
- 10.3.2 Change 5-skill Level CDC from c to b
- 10.3.4.4 Delete “personal”, Change 5-skill Level CDC from c to b
- 10.3.4.5 Change 5-skill Level CDC from c to b
- 10.3.4.6 Change 3-skill level from a to -, Change 5-skill Level CDC from c to b
- 10.3.5.1 Change 5-skill Level CDC from c to b
- 10.3.5.2 Change 5-skill Level CDC from c to b
- 10.3.5.3 Change 5-skill Level CDC from c to b
- 10.3.5.4 Change 5-skill Level CDC from c to b
- 10.3.6.1 Change 5-skill Level CDC from c to b
- 10.3.6.3 Change 5-skill Level CDC from c to b
- 10.3.7 Change 5-skill Level CDC from c to b
- 10.3.8 Change 5-skill Level CDC from c to b
- 11.6.2.1 Change 3-skill level to 2b
- 11.11 Delete “and alloys”
- 11.11.2 Change 3-skill level from 2b to -, Change 5-skill Level CDC from c to b

DENTAL HYGIENISTS (4Y0X1H)

<u>Task</u>	<u>Change</u>
1.6	Delete
1.7.	Make a critical task, renumber as 1.6
1.8	Renumber 1.7
1.9	Renumber 1.8, remove critical task status
1.10	Renumber 1.9
1.11	Renumber 1.10
1.12	Delete
1.13	Delete

1.14	Delete
1.15	Delete

TRAINING REFERENCE BIBLIOGRAPHY OF COMMERCIAL AND OTHER SERVICE PUBLICATIONS

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TORRES, HAZEL O. AND ANN EHRLICH, *MODERN DENTAL ASSISTING*, 9TH ED., PHILADELPHIA: W.B. SAUNDERS COMPANY, 2009. (ISBN 978-1-4160-4245-7)

WILKINS, ESTHER M. *CLINICAL PRACTICE OF THE DENTAL HYGIENIST*, 10TH ED., PHILADELPHIA: LIPPINCOTT WILLIAMS & WILKINS, 2009. (ISBN 0-7817-6322-3)

DARBY, MICHELE L. and WALSH, MARGARET M. *DENTAL HYGIENE THEORY AND PRACTICE*, 3d ED., SAUNDERS 2010 (ISBN 978-1-4160-5357-6)

UNITED STATES DEPARTMENT OF LABOR, OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION; <http://www.osha.gov/SLTC/dentistry/index.html>

DENTAL EVALUATION & CONSULTATION SERVICE (DECS), CONTINUING EDUCATION PROGRAM LECTURE AND HANDOUTS;
http://airforcemedicine.afms.mil/idc/groups/public/documents/webcontent/knowledgejunction.hcst?functionalarea=DentalEvalConsultation&doctype=subpage&docname=CTB_108267

Section B - Course Objective List

4. Note: This Information is available from 381 TRS/XWAA, at 3038 William Hardee Road, Fort Sam Houston TX 78234-2532

Section C - Support Materials

5. Qualification Training Packages (QTPs).

Course Number	Course Title	Developer
QTP 4Y0X1-1	Basic Skills	381 TRS/XWAA
QTP 4Y0X1-2	Clinical Skills - Radiology	381 TRS/XWAA
QTP 4Y0X1-3	Clinical Skills - Chairside Assisting	381 TRS/XWAA
QTP 4Y0X1-4	Clinical Skills - Preventive Dentistry	381 TRS/XWAA
QTP 4Y0X1-5	Patient Administration - Procedures and Programs	381 TRS/XWAA
QTP 4Y0X1-6	Logistics Management	381 TRS/XWAA
QTP 4Y0X1-7	Clinic Management	381 TRS/XWAA
QTP 4Y0X1-8	Supervision and Training	381 TRS/XWAA

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty:

6.1. Air Force In-Residence Courses:

Course Number	Course Title	Location	User
J3ABR4Y031 00AB	Dental Assistant Apprentice	Fort Sam Houston, TX	AF
J5AZO4Y051 00AA	Oral Hygiene Course	Lackland AFB, TX	AF
J1AAC4Y031 00AA	Dental Hygiene Training Scholarship Program	Various Civilian Colleges	AF
J4AJS3S2X1- 00X	Air Force Training Course	Local Base	AF
ZZ41007	Airman Leadership School	Local Base	AF
J3OZR4703 08AA	Dental Leadership Course	San Antonio, TX	AF

J3OZR4XXX 08AA	Intermediate Executive Skills Course	San Antonio, TX	AF
YNCOA102	Air Force Noncommissioned Officer Academy	Selected Bases	AF
MAFSNCOA100	USAF Senior Noncommissioned Officer Academy	Gunter Annex, Maxwell AFB AL	AF

6.2. Air University AU/A4L Courses:

Course Number	Course Title	Location	User
CDC 4Y051A	Dental Assistant Journeyman	Gunter Annex, Maxwell AFB AL	AF
CDC 4Y051B	Dental Assistant Journeyman	Gunter Annex, Maxwell AFB AL	AF
CDC 4Y071	Dental Assistant Craftsman	Gunter Annex, Maxwell AFB AL	AF
00006	Air Force Noncommissioned Officer Academy (AFRC Only)	Gunter Annex, Maxwell AFB AL	AF
00014G	USAF Senior Noncommissioned Officer SNCO Correspondence Course	Gunter Annex, Maxwell AFB AL	AF
Note: Information on AF-sponsored in-residence courses listed in this index can be found on the following web site: https://etca.randolph.af.mil ; refer to the AU/A4L catalog for information on non-resident courses.			

6.3. Exportable Enlisted Specialty Training Courses:

Course Number	Course Title	Location	User
J6ANI4Y071 00AA	Advanced Oral Hygiene Practicum	Local Bases	AF

Section E - MAJCOM Unique Requirements

7. There are currently no MAJCOM unique requirements.

Section F - Documenting Training

8. The Air Force Training Record (AFTR).

8.1. The AFTR is an enterprise-wide custom training management system designed to replace the paper-based training records system. It is the electronic equivalent of an Air Force Form 623 and will be used by career fields within the Air Force Medical Service to document all training actions. The AFTR allows training plans to be established by:

8.1.1. Career Field/Air Force Specialty Code (AFSC)

8.1.2 Duty position/team member.

8.1.3 Any group of tasks that require management, tracking, and documentation.

8.1.4 Trainee/trainer/certifier.

8.2. The AFTR components managed by the supervisor are:

8.2.1. Master Task List (MTL). The MTL is a list containing all tasks that are to be trained in a work center and is often broken out by specialty. The MTL consists of the STS; AF Form 623 Parts II and III; AF Forms 797 and 1098 tasks; and Qualification Training Packages (QTP). The supervisor creates the MTL by selecting tasks from the Unit Task List (UTL) produced by the Unit Training Manager and the STS.

8.2.2. Master Training Plan (MTP). The MTP is a list containing a schedule of training for all tasks within a particular duty position. The MTP consists of the STS; 623 Parts II and III; AF Forms 797 and 1098 tasks; and QTPs. The supervisor creates the MTP by assigning training times and methods to tasks in the duty position. Refer to AFI 36-2201, *Air Force Training Program* and AFH 36-2235, Volume 11, *Information for Designers of Instructional Systems Application to Unit Training* for guidance in developing the MTP.

8.2.3. Duty Task List (DTL). The DTL is a list containing all the tasks to be trained on in a duty position. The DTL consists of the STS; AF Form 623 Parts II and III; AF Forms 797 and 1098 tasks; and QTPs. The supervisor creates the DTL by selecting tasks from the MTL.

8.2.4. Individual Training Record (ITR). All training is documented in the ITR. This is the electronic version of the former Enlisted Training and Competency Folder. The ITR is made up of the AF Form 623 Parts I, II and III; AF Forms 623a, 797, 803 and 1098; QTPs and the Job Qualification Standard (JQS). This record is automatically populated based upon the duty position the individual is assigned to. Refer to AFI 36-2201, *Air Force Training Program*, for guidance in documenting training on the various forms contained within the ITR. **Maintenance of the CFETP is mandatory for all MSgts and below assigned to dental facilities.**

8.2.4.1. The AFTR provides the capability to incorporate training source documents and/or to manually enter completed training into the ITR. The following documents will be incorporated into the ITR:

8.2.4.1.1. The member's initial MTF and clinic orientation checklists.

8.2.4.1.2. A copy of career field-relevant training certificates or certifications/licenses, such as dental short course certificates, Dental Hygiene License, or Certified Dental Assistant/Certified Dental Laboratory Technician certifications.

8.2.4.1.3. Recurrent training such as BLS, HIPAA, and RSV training.

8.2.4.1.4. AF Form 2096, *Classification On-The-Job Training Action*.

8.2.4.1.5. AETC Form 156, *Student Training Report*. AETC Form 156 documents the level of success, strengths, and weaknesses that a student demonstrated during technical school. It is emailed to the base training manager shortly after the graduate arrives at his/her duty station. This form is maintained in the record until 5-skill level upgrade training is complete.

8.2.4.1.6. AF Form 803, *Report of Task Evaluation*. AF Form 803 is used to conduct and document completion of task evaluations during training site visits, when directed by the commander, or when a task certification requires validation.

8.2.4.1.7. Other forms as appropriate.

Section G - Samples of ITR Documentation

9. The following are sample forms available in AFTR to document enlisted training.

9.1 AF Form 797, *Job Qualification Standard Continuation/Command JQS*. The AF Form 797 (Figure 9-1) will be used to document training for tasks that are not otherwise documented in the CFETP.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFYING OFFICIAL'S INITIALS
	1	Fabricate Athletic Mouth Guards	1 Jan 08	1 Feb 08	NFL	MRB	TWD
TRAINEE NAME Lisenbee, Frank				CFETP/JQS NUMBER		PAGE NO.	

AF Form 797, Aug 02, V3

Figure 9-1, Sample, AF Form 797 documentation

9.2. AF Form 1098, *Special Task Certification and Recurring Training* (Figure 9-2). Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
BLS Training	1 Apr 07			4	C	Biennial	1 Apr 09
Patient Sensitivity	2 May 07			P		A	2 May 08
Patient Safety	12 May 07			P		A	12 May 08
Infection Control	12 May 07			P		A	12 May 08
NAME OF TRAINEE (Last, First, Middle Initial) Doe, Jane		GRADE SrA		UNIT AND OFFICE SYMBOL SGD			

AF FORM 1098, APR 85 (EF)

Figure 9-2, Sample, Mandatory Recurring Training Documentation

9.3. A Qualification Training Progress Record is located in each volume of the QTPs. This section documents ongoing completion of QTPs.

Dental Assistant Qualification Training Progress Record

Volume 2. Clinical Skills - Radiology					
Core Task	Module Number	Page Number	Module Title	Date Completed	Trainer's Initials
5-L	1.	1	Adjusting Dental Radiographic Equipment		
	2.	3	Exercising Radiation Safety		
5-L	3A.	5	Exposing Periapical Radiographs Using A Paralleling Technique		
5-L	3B.	7	Exposing Horizontal Bitewing Radiographs Using A Paralleling Technique		
5-L	3C.	10	Exposing Vertical Bitewing Radiographs Using A Paralleling Technique		
5-L	4.	12	Exposing Endodontic Radiographs Using The Bisecting Angle Technique		

Figure 9-3, Sample, Qualification Training Progress Record

9.4. AF Form 623A, *On-The-Job Training Record - Continuation Sheet* (Figures 9-4, 9-5, 9-6).

9.4.1. Use the AF Form 623A, available in the AFTR to document all progress of individual training. Document on AF Form 623A, the start and completion dates of unit orientation and reference the date

of the orientation checklist. In addition, document the member's entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Information on extensions, waiver requests, or breaks in training should be clearly documented. Document any decertification proceedings; include dates, reasons for decertification and other applicable information on the AF Form 623A. Accomplish an initial evaluation when a new person arrives to the clinic or when an individual changes duty positions. Document all other actions pertaining to training IAW AFI-36-2201, *Air Force Training Program*.

***ON-THE-JOB TRAINING RECORD CONTINUATION SHEET
CLINIC ORIENTATION***

20 Jan 2007 TSgt John Doe is assigned to the Dental Squadron on this date. I have been assigned as his supervisor and trainer and will orient TSgt Doe to the squadron using the Dental Squadron Orientation checklist, dated 20 May 06, located in the Master Training Plan. An initial interview was accomplished on this date. TSgt Doe currently has no disqualifiers that would delay his orientation/training. TSgt Doe stated that his goals during the orientation process were to learn as much as possible and to question the trainers when he was not clear as to the training provided. TSgt Doe seems to be very enthusiastic about working in the Clinical Dentistry Flight and has expressed his desire to take on any challenges that the trainers have to offer. An initial evaluation was conducted. Additional training is needed to meet the work centers position task qualifications. The training plan for TSgt Doe has been adjusted to accomplish this training. [Or] TSgt Doe was previously qualified on required work center tasks. These qualifications will be re-verified prior to release from unit orientation.

//Signed//
JOHN DOE, TSgt, USAF
Dental Assistant

//Signed//
JANE DOE, MSgt, USAF
NCOIC, Clinical Dentistry Flight

20 Feb 2007 A mid-orientation progress check was accomplished on this date. TSgt Smith has progressed through the dental clinic orientation dated 20 May 2006, with little to no difficulty. He reviewed the dental clinic OIs and has begun required reading of applicable medical group instructions.

//Signed//
JOHN DOE, TSgt, USAF
Dental Assistant

//Signed//
JANE DOE, MSgt, USAF
NCOIC, Clinical Dentistry Flight

20 Mar 07 TSgt Smith has completed all training on the Clinical Dentistry Flight orientation checklist dated 20 Jan 06. A review of the checklist with TSgt Smith indicates that he is knowledgeable of all items and is comfortable with the training provided.

//Signed//
JOHN DOE, TSgt, USAF
Dental Assistant

//Signed//
JANE DOE, MSgt, USAF
NCOIC, Clinical Dentistry Flight

Figure 9-4, Sample, Orientation Documentation

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET
INITIAL UPGRADE TRAINING ORIENTATION
(Trainee Orientation)

[Date] AB Susan B. Anthony is entering upgrade training to the 5-skill level effective this date. She has been briefed on the On-The-Job Training (OJT) Program and how she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an Airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101 and 36-2201 were covered. AF Forms 623, 623A, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager (UTM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives. Requirements for upgrade to AFSC 4Y051 are: (1) satisfactory completion of CDC 4Y051 A&B (2) satisfactory completion of all appropriate skill level core and duty related tasks; and (3) supervisor recommendation for upgrade. Each Airman in grades E-1 through E-7 has an AF Form 623, and CFETP or JQS. The CFETP or JQS contains most duty related tasks and should be annotated to show training has or is occurring in those tasks the Airman is required to perform in his/her current duty position, all mandatory upgrade requirements, and core task requirements. In the CFETP, the trainer, trainee, and certifier (as applicable) have a space to initial when training is completed. After upgrade, the CFETP or JQS will continue to be used to document further qualification training.

//Signed//
SUSAN ANTHONY, AB, USAF
Dental Assistant

//Signed//
JANE DOE, TSgt, USAF
NCOIC, Clinical Dentistry Flight

Figure 9-5, Sample, Initial Upgrade Training Orientation

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET
TRAINEE'S RESPONSIBILITIES FOR COMPLETING CDCs

1. Read and understand your AFS description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
 - _____ a. Read "Your Key to a Successful Course."
 - _____ b. Make all required course corrections and return entire package to your supervisor.
 - _____ c. When you are issued your first volume, you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
 - _____ d. Supervisor will check URE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
 - _____ e. Supervisor issues the AFIADL Form 34 (Field Scoring Sheet) to transcribe answers from the URE. The URE is a teaching device and must be administered as open book exercises. All scores less than 100% require review training.
 - _____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
 - _____ g. Your next volume is issued by your supervisor. You must work it as indicated above for the entire course.
 - _____ h. Upon completion of your last volume, you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in the AFECd, your supervisor will initiate upgrade action on you.

//Signed//
SUSAN ANTHONY, AB, USAF
Dental Assistant

//Signed//
JANE DOE, TSgt, USAF
NCOIC, Clinical Dentistry Flight

Figure 9-6, Sample, Trainee's Responsibilities for Completing CDCs

**ON-THE-JOB TRAINING RECORD CONTINUATION SHEET
JOB DESCRIPTION/PERFORMANCE STANDARDS REVIEW**

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET	
<p>15 May 07</p> <p>I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor and understand my duties and responsibilities. If I have questions or concerns, I will seek assistance from my supervisor.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p align="center">//Signed//</p> <p>JIM JAMES, SrA, USAF Dental Assistant</p> </div> <div style="width: 45%;"> <p align="center">//Signed//</p> <p>TOM THOMAS, MSgt, USAF NCOIC, Clinical Dentistry Flight</p> </div> </div> <p>20 May 08</p> <p>SSgt James completed the AF Oral Hygiene Course on 2 May 08. He is now assigned to the Preventive Dentistry Element as an Oral Preventive Assistant. SSgt James has completed his review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time, SSgt James has no questions or concerns.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p align="center">//Signed//</p> <p>JIM JAMES, SSgt, USAF Oral Preventive Assistant</p> </div> <div style="width: 45%;"> <p align="center">//Signed//</p> <p>TOM THOMAS, MSgt, USAF NCOIC, Clinical Dentistry Flight</p> </div> </div>	
<p>LAST NAME FIRST NAME MIDDLE INITIAL</p> <p>James, Jim</p>	

AF Form 623a 197900301, V2

Figure 9-7, Sample, Job Description/Performance Standards Review